

## WRITING A LETTER

### Tips

- Always address the letter to "The Honorable ..."
- Be specific, to the point.
- Tell why you do not support the new tobacco taxes (see points).
- Thank the representative for their consideration.
- Request a written response.

### ANATOMY OF A LETTER

April 21, 1998

The Honorable [YOUR CONGRESSPERSON/SENATOR'S NAME]  
[HIS/HER ADDRESS - SEE ENCLOSED LIST]  
Washington, DC 20002

Dear Representative/Senator [YOUR CONGRESSPERSON/SENATOR'S NAME]

[INTRODUCTION - WHY YOU ARE WRITING]

For Example:

I am writing to you to express my opposition to new taxes on tobacco. While I support the goal of reducing youth smoking, I feel that raising taxes is not the way to go.

[REASONS WHY YOU OPPOSE THE TAX - SEE MESSAGE POINTS]

For Example:

These new taxes will devastate my business. Do we need to raise taxes half a trillion dollars while there is a budget surplus? Also, do we need to create 17 new bureaucracies? I thought we sent you there to make government smaller not bigger.

[CLOSING - NO TAXES - REASONABLE APPROACH/MESSAGE POINTS]

For example:

We need to address the tobacco problem with comprehensive legislation - not tax increase meant to punish tobacco companies. The only people that will be hurt are smokers and business people like myself. Most of my customers are regular working people who can't afford any more taxes. How can Congress pass a such a huge tax increase on people who can least afford it? Please oppose the tobacco tax increase. I would appreciate a written response with your position.

Thank you for your consideration.

Sincerely,

John Smith

cc: [YOUR SENATOR/CONGRESSPERSON]

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